SC LENDS PILOT SCHEDULE

This project schedule is a detailed plan of major project phases, milestones, activities, tasks, and the planned start and end date for each task, and the resources allocated to each task. Dates are tentative until a contract is signed. Deadlines must be met to keep the original go live date. All changes will be approved by ESI and SC LENDS. Tasks in red represent payment milestones.

	Project Activities	Planned Start Date	Planned End Date	Resources Allocated
1	**Initiate Project - Contract Issued**			
1.1	ILS Services Contract Submitted to SC			ESI
1.2	SC Review of Contract			SC
1.3	Final Contract Negotiations			ESI & SC
1.4	Contract Issued & Signed	3/4/2009	3/4/2009	ESI & SC
2	**Data Cleanup (optional but recommended)**			
2.1	Libraries run reports to identify inactive patrons, long overdue items, missing items, lost items, duplicate records, etc...	3/1/2009	5/1/2009	SC
2.2	Collection weeding	3/1/2009	5/1/2009	SC
2.3	Purge of inactive patrons and long overdue/missing/lost items	3/1/2009	5/1/2009	SC
3	**Hardware & Installation**			
3.1	Servers purchased	03/04/09	03/04/09	ESI
3.3	Servers received and installed in Atlanta, GA data center	04/01/09	04/17/09	ESI
3.4	Evergreen installation	04/14/09	04/24/09	ESI
3.5	Evergreen configuration	04/14/09	04/24/09	ESI
4	**Data Migration**			
4.1	Complete policy and data mapping forms	03/01/09	04/30/09	SC
4.2	Library data extracts for test load	03/01/09	03/30/09	SC
4.3	Receive test data extract	03/30/09	03/30/09	ESI
4.4	Produce automated mappings	04/01/09	04/17/09	ESI
4.5	Migration specialist reviews data sets	04/01/09	04/17/09	ESI
4.6	Test scripts written & tested	04/20/09	05/01/09	ESI
4.7	Test data migration	05/04/09	05/08/09	ESI
4.8	Site review of test data	05/11/09	05/15/09	SC

4.9	Site submits all questions and suggestions for final data load	05/15/09	05/15/09	SC
4.10	Final extract of bibliographic records (close of business)	05/13/09	05/13/09	SC
4.11	Final processing of bibliographic records	05/14/09	05/21/09	ESI
4.12	Final extract of patrons (close of business)	05/20/09	05/20/09	SC
4.13	Final processing of patron records	05/21/09	05/25/09	ESI
4.14	Final extract of item/circ data (close of business)	05/24/09	05/24/09	SC
4.15	Final processing of item and circ data	05/25/09	05/27/09	ESI
5	**Training**			
5.1	On site Training by Equinox	04/21/09	04/22/09	ESI & SC
5.2	Library trainings	04/23/09	05/27/09	SC
6	**Site Preparation for Go Live**			
6.1	Install staff client	04/01/09	04/20/09	SC
6.2	Develop marketing and training materials for patrons	04/01/09	05/22/09	SC
6.3	Setup additional staff logins	04/23/09	05/22/09	SC
6.4	Develop local documentation (optional)	04/23/09	05/22/09	SC
6.5	Distribute policies and local documentation to staff	05/04/09	05/22/09	SC
7	**System Freezes**			
7.1	Freeze on bibliographic records (no addition or editing of records, items can still be added to existing records)	05/14/09	06/04/09	SC
7.2	Freeze on patron records	05/21/09	05/27/09	SC
7.3	Freeze on item and circ data (go in offline or close)	05/25/09	05/27/09	SC
8	**Go Live**			
8.1	Go live	05/28/09	05/28/09	SC
8.2	Freeze on cataloging continues	05/28/09	06/04/09	SC
8.3	Cataloging resumes	06/04/09	06/04/09	SC
8.4	30-day signoff on data	05/28/09	07/09/09	SC